

# 2 ROUTING AND TRANSMITTAL SLIP

Date

24 APR 1981

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. Executive Officer to the DDA  
7D24 Headquarters

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

Approved For Release 2004/05/05 : CIA-RDP84B00890R000400070056-8

DDA Registry  
81-0889

24 APR 1981

MEMORANDUM FOR: Executive Officer to the DD/A

ATTENTION: Chief, Regulations Control Division

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Proposed Headquarters Notice: Procurement of  
Supplies, Equipment, and Services Chargeable  
to Fiscal Year 1981 Funds

DDA REGISTRY

FILED O &amp; M - 1

1. Action Requested: It is requested that the attached draft concerning deadline dates for requisitions to the Office of Logistics (OL) be published as a Headquarters Notice.

2. Background: This notice is required to establish realistic deadlines for the submission of procurement requests chargeable to FY 1981 funds. It is also used by requesting offices for planning the disposition of fourth quarter obligations. It has the further benefit of assuring orderly and timely completion of procurement actions prior to 30 September 1981. Any queries pertaining to this draft notice should be directed to Mr. [redacted] Chief, Procurement Division, OL, on extension [redacted]

STA  
STA

/s/ James H. McDonald  
James H. McDonald

Att

cc: EO/DDA

OL 1 1508

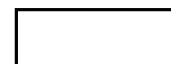
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LOGISTICS



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PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SERVICES

CHARGEABLE TO FISCAL YEAR 1981 FUNDS

1. To ensure orderly and timely completion of procurement actions for supplies, equipment, and services chargeable to funds allocated for fiscal year 1981, requisitions must be submitted to the Office of Logistics on or before the dates shown below:

<u>Types of Requisitions</u>	<u>Deadline Dates</u>
a. Contract actions for production of items under any type of sophisticated specifications (Agency and other Government agencies):	30 June 1981
b. Department of Defense and GSA supplies and equipment:	
Nonstock items	14 August 1981
Stock items	1 September 1981
c. National Security Agency supplies and equipment:	
SIGINT Category	31 July 1981
COMSEC Category	31 July 1981
Each action subject to acceptance by NSA.	

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## LOGISTICS

Types of RequisitionsDeadline Dates

- d. Vehicle procurement, Sterility  
Code 1, through GSA: 1981 models  
from local dealers for delivery  
within 2 to 4 weeks after receipt  
of requisition in the Office of  
Logistics and 1982 models from  
manufacturer for delivery early  
in calendar year 1982:

31 July 1981

- e. Declaration of Intent to renew  
annual service contracts to  
become effective 1 October 1981:

30 June 1981

- f. Supplies and equipment processed  
through the Small Purchases Branch,

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Supply Division,  
Office of Logistics:

14 September 1981

- g. Supplies and equipment processed  
through the Procurement Division  
small purchases program:

17 August 1981

- h. Supplies, equipment, or services  
not falling into the above cate-  
gories, for Procurement Division

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or

1 July 1981

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LOGISTICS

2. All fiscal year 1981 requisitions submitted to the Office of Logistics after the deadline dates shown above must be confirmed by a designated senior official at the directorate level. Requisitions and justifications should be submitted through normal channels. The Director of Logistics will determine whether requisitions submitted after the deadline dates can be successfully accomplished within the available time limits. Any requisition not approved will be cancelled by the Office of Logistics and returned to the requisitioner. If the materiel or service is still required, the requisitioning office must resubmit the requirement after 30 September citing fiscal year 1982 funds.

3. The submission deadline dates established above also apply to requisitions to be filled by  of the Office of Logistics.

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Max Hugel  
Deputy Director  
for  
Administration

DISTRIBUTION: AB